



THE COMMONWEALTH OF MASSACHUSETTS

Department of Industrial Accidents

600 Washington Street, 7th Floor
Boston, Massachusetts 02111

DEVAL L. PATRICK
Governor

PAUL V. BUCKLEY
Commissioner

TIMOTHY P. MURRAY
Lieutenant Governor

OFFICE OF SAFETY BUDGET INSTRUCTIONS

PROGRAM BUDGET

Provide a **complete and itemized budget plan**, include the names of all staff, consultants and trainers providing services. Detailed information should be listed on the Budget Summary **and Narrative** page. The budget Narrative is a **DETAILED written** description of how each line item in the Budget Summary will be utilized. Comprehensive detail is expected for this section. Please note that the Budget Narrative is a **separate** section from the grant description narrative described earlier.

If the Budget Narrative or Budget Summary are not included or not completed in this format, the grant will not be considered for funding.

Administrative costs will be limited to seven (7) percent of total grant award. When listing training hours, a maximum of one half hour (total, per class) for one instructor may be included for set-up and breakdown of materials if needed. All costs associated with this program must be identified by category on the attached Budget Summary. Use as many forms as needed. Do not use a different format. Budgets should be developed with a projected start date of July 1, 2007 or after. All costs associated with this budget section must be concluded on or before June 30, 2008.

Instructor(s) compensation must be listed as an **hourly wage(s)**. An hour can only be divided into fifteen minute periods (.25 hours) when calculating number of units required for the project. If an instructor is teaching multiple courses, do not breakdown by topic in the Budget Summary; that should be described in the Budget Narrative.

Payment may not be listed on a per student basis.

Specify educational materials to be purchased. Do not group items together in either budget section (break out different books, etc.).

Training fees will be capped at \$75 (hr) for instructors and \$125 (hr) for doctor(s). List all in-kind contributions on the In-Kind Budget Summary page only.

Monies awarded under this grant may only be used for programs that provide education/training for audiences with occupational health and/or safety issues.

Upon contract approval, prior written approval must be received from the OS when requesting budget changes such as, spending money in different areas or requesting a staff change. The request must be made in writing. A copy of the old budget, the new budget and the resume of the new staff member must be included. No budget changes will be accepted after May 1st.

MONIES AWARDED UNDER THIS GRANT CANNOT BE USED FOR THE FOLLOWING:

Programs for employees/employers **not** covered by the Massachusetts Workers' Compensation Law including students. If you are exempt from Workers' Compensation (e.g. sole proprietorship) a letter stating why must be included in the application.

Programs that re-train employees previously trained by DIA grants on the same topic
Fringe benefits Travel expenses Wages of people receiving training

Costs incurred prior to contract approval

Research or evaluative activities

Training/education of a target audience which does not directly address the recognition, avoidance and prevention of unsafe and unhealthy working conditions and practices

Programs primarily intended to promote membership in the recipient organization

Recruitment costs

Program development and customization costs

Programs to develop educational materials only

Office space, conference room rentals, utilities, communications, equipment, and overhead expenses

Software or online programs

Copying and postage costs

Refreshments/meals

Reimbursement for holidays, sick days, or lunch periods

All of the above expenses may be listed as in-kind contributions.

Grants will be limited to one grant per entity regardless of size

REIMBURSEMENT FOR ALL APPLICANTS SELECTED FOR FUNDING

Reimbursement for all program costs will be made in compliance with the Commonwealth of Massachusetts bill paying policy. Invoices **must** include supporting documentation for all costs associated with the approved contract (e.g., # of participants trained, time sheets, receipts, proof of payment etc.). Advanced funding is not permitted. Invoices with **supporting documentation** must be submitted by the **15th of the following month** (example: due November 15th for service in October). Failure to comply may result in the **delay or nonpayment** of expenses, or termination of the grant.